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COMMISSION

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Scott Haggerty, Vice Chair
Alameda County

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City and County of San Francisco

Tom Azumbrado
U.S. Department of Housing
and Urban Development

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Cities of Alameda County

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Sonoma County and Cities

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Cities of Santa Clara County

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Association of Bay Area Governments

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U.S. Department of Transportation

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San Francisco Bay Conservation
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Ann Flemer
Deputy Executive Director, Operations

Andrew Fremier
Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

ADMINISTRATION COMMITTEE

July 11, 2007

MINUTES

Attendance

Vice-Chairperson Bates called the meeting to order at 9:52 a.m. Committee members present were: Commissioners Ammiano, Dodd, Chu, Giacomini, Haggerty, Halsted, Lempert, Rubin, and Tissier.

CONSENT

Minutes

The Committee received and approved the meeting minutes of June 13, 2007, with the correction that Commissioner Halsted's name be removed from the attendance list.

Contract Amendment – Travel Model Specification and Training Study: pbConsult, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with pbConsult, Inc. in an amount not to exceed \$250,000 for continuing on-call support to assist MTC staff in the estimation and software application in Phase II of the MTC Travel Model Development Project.

Contract Amendment – Regional Transit Capital Inventory Phase 2: Booz Allen Hamilton, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Booz-Allen Hamilton, Inc. in an amount not to exceed \$160,000 to provide support to transit operators for transit capital inventory data collection and to help refine priorities for Phase 2 of the RTCI project.

Contract Amendment – MTC TOD Policy Evaluation and Implementation: Nelson/Nygaard Consulting Associates

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Nelson-Nygaard Consulting Associates Inc., in an amount not to exceed \$105,640 in FY 2007-08, for additional technical assistance to local jurisdictions aiming to implement Transit-Oriented Development and an additional annual evaluation to be conducted in the summer of 2008.

Contract Amendment – Third Party Contract Audit and Attestation Services for FY 2007-08: Caporicci & Larson

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Caporicci & Larson increasing the contract amount by \$200,000 to provide Third-party Contract Audit and Attestation Services for FY 2007-08.

MONTHLY FINANCIAL STATEMENTS

The Committee accepted in writing the following monthly financial reports for the month of May: Operating Income for May 2006; Report of Operating Expenditures for FY 2005-06 through May 2006; Report of Capital Projects for FY 2005-06 through May 2006; FY 2005-06 Contract Services Disbursement Report for May 2006. For the month of May 2006, the monthly financial report included fourteen (14) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee reviewed a comparison between budget and actual revenue and expenditures through May 2007.

INVESTMENT REPORT

The Committee accepted for information the Investment Reports for the month of May 2007.

BUSINESS MEETING EXPENSES

Andrew Fremier, Deputy Executive Director, Bay Area Toll Authority, reported there are no anticipated expenses to report for the month of July.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 9:56 a.m. The next Committee meeting date will be on September 12, 2007 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.